

**HOUSING AUTHORITY OF THE CITY OF NORMAN
BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING
APRIL 11, 2022
12:30 P.M.**

Administration/Resident Initiatives Building
(Handicap Accessible)
700 North Berry Road
Norman, Oklahoma 73069

MINUTES

ITEM 1. ROLL CALL

Chairman Cummins declared a quorum present and called the meeting to order at 12:35 P.M.

COMMISSIONERS PRESENT:

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| Jeff Cummins | Chairman |
| Marianne Ratliff | Vice-Chairperson |
| Paul Austin | Commissioner |
| Lee Lawrence | Commissioner |

COMMISSIONERS ABSENT:

| | |
|---------------|--------------|
| Rick McKinney | Commissioner |
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STAFF PRESENT:

| | |
|-----------------|---------------------------|
| Karen Canavan | Executive Director |
| Sherri Hunt | Deputy Executive Director |
| Barbra Ruth | Executive Assistant |
| Allison Failing | Section 8 Supervisor |

VISITORS PRESENT:

ITEM 2. PLEDGE OF ALLEGIANCE LED BY COMMISSIONER LAWRENCE.

ITEM 3. APPROVAL OF AGENDA

ACTION REQUESTED: A motion to approve the Agenda for the April 11, 2022, Annual Board Meeting, as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Austin to approve the Agenda for the April 11, 2022, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 4. ELECTION OF OFFICERS

| | |
|-------------------------|-------------------------|
| CHAIRMAN | JEFF CUMMINS |
| VICE-CHAIRPERSON | MARIANNE RATLIFF |
| COMMISSIONER | RICK MCKINNEY |
| COMMISSIONER | PAUL AUSTIN |
| COMMISSIONER | LEE LAWRENCE |

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to approve the current slate of Officers for the April 11, 2022, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 5. CONSENT DOCKET

INFORMATION:

This Item is placed on the Agenda so that the Board, by unanimous consent, can designate those routine Agenda Items that they wish to be approved or acknowledged by one motion. If any Item proposed does not meet with approval of all Board Members, that Item will be heard in regular order. Staff recommends that items 6 thru 8 be placed on the Consent Docket.

ACTION REQUESTED: A motion to place items 6 thru 8 on the Consent Docket to be approved by one motion.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner McKinney to approve items 6 thru 8 to be placed on the Consent Docket for the April 11, 2022, Annual Board Meeting. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 6. APPROVAL OF MINUTES FROM THE JANUARY 24, 2022, REGULAR BOARD MEETING.

ACTION REQUESTED: A motion to approve the minutes from the January 24, 2022, Regular Board Meeting, as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 7. CONSIDERATION OF FINANCIAL STATEMENTS JANUARY, 2022 AND ROUTINE CLAIMS AND CREDIT CARD EXPENSES FOR MARCH, 2022.

The low-rent program had a net income of \$15,928.30 for the month.

Maintenance overtime for the month was \$268.05.

Credit Card expense for the month was \$1,031.47.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 8. CONSIDERATION OF ADMINISTRATIVE REPORT FOR THE MONTH OF MARCH, 2022.

Section 8 has a total of 1,167 vouchers under lease. Currently there are 584 families on the waiting list.

Rose Rock Villa is 95% occupied. There are 5 approved applicants on the waiting list.

General Occupancy (Scattered Sites) and Redbud Village were both 100% occupied with 12 approved applicants on the waiting list.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: Item approved on the Consent Docket.

ITEM 9. RECOGNITION OF EMPLOYEE OF THE QUARTER ENDING 3/31/2022.

Elizabeth McDonald was recognized as Employee of the Quarter ending 3/31/2022.

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None.

ITEM 10. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-015, A RESOLUTION APPROVING THE ADOPTION OF A 529 COLLEGE SAVINGS PLAN FOR THE EMPLOYEES OF THE NORMAN HOUSING AUTHORITY AND RESOLUTION NUMBER NHA 21-22-018 AMENDING THE EMPLOYEE HANDBOOK AND PERSONNEL POLICY OF THE NORMAN HOUSING AUTHORITY INCORPORATING SUCH CHANGES.

This Item was tabled during the last Board Meeting. It is being presented again with the Board requested Resolutions.

With the extremely high cost of college, parents are strongly encouraged to start saving for their children's college education needs as quickly as possible. We would like to offer our staff the opportunity to save through payroll deductions and without paying taxes on those saved dollars.

Detailed information regarding the savings plan was attached.

Barbra Ruth, Executive Assistant, has advised the additional work, within payroll, should not be an issue.

As this will be beneficial to the NHA staff and not an additional cost to the NHA (other than administrative time), staff recommends approval of the 529 College Savings Plan.

Staff requests approval of Resolutions NHA 21-22-015 and NHA 21-22-018.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Austin to approve Resolution Numbers NHA 21-22-015 and NHA 21-22-018. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

11. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-016, REVISING THE LOW RENT ADMISSIONS AND CONTINUED OCCUPANCY POLICY TO INCORPORATE "APPLICATION DAYS".

Throughout COVID, a few options were attempted regarding applicants submitting their application for the Low Rent Public Housing Program.

As a result, and with COVID being less frequent, we would like to go back to the old and proven method of accepting applications at the front window. This allow staff to review the application for completeness prior to accepting the application.

Staff requests to modify the ACOP by setting the application dates to Tuesday 8:30 am to 12:30 pm and then Thursday 1:30 pm to 4:30 pm. This will provide an opportunity on two separate days during which an application can be submitted.

Staff recommends approval of Resolution NHA 21-22-016.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-016. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

12. **CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-017, REVISING THE SECTION 8 ADMIN PLAN, TO INCORPORATE "MOVING ON" PREFERENCE, SHARED HOUSING, AND CLARIFICATION OF POLICIES.**

Section 8 Housing Voucher Program is required by HUD to keep an updated Administrative Plan to include HUD regulations and local policies. Staff has recently reviewed their plan and found the following items need changed to bring the policies current with the day to day activities.

Chapter 1, Overview of the Program and Plan, Part 1: The Norman Housing Authority 1-I.D. The NHA's Program.

Addition Requested:

Under NHA Policy add Shared Housing between COC and above the FSS Program.

Chapter 15, Special Housing Types.
Introduction

Addition Requested:

Under NHA Policy add Shared Housing. Change the word five to six in the first sentence. Add Part VI: Shared Housing to the list.

Chapter 4, Applications, Waiting List and Tenant Selection. Part III: Selection and HCV Funding Sources.
Targeting Funding

Addition Requested:

The NHA will give a "Moving On" preference to families that have participated on a Norman COC Permanent Supportive Housing Program, local program or Norman COC Emergency Shelter Grant for one year or longer with a referral from one of the following agencies: Hope PSH, Catholic Charities PSH, Thunderbird Clubhouse PSH, Transition House, COCMHC ESG and Food and Shelter ESG.

Staff respectfully requests approval of Resolution Number NHA 21-22-017 to make changes to the plan as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-017. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 13. CONTRACT AWARD FOR THE REPLACEMENT OF EXTERIOR LIGHTING FIXTURES.

Within the 2020 Capital Fund Grant, we have a \$50,000 budgeted to replace the exterior lighting with led fixtures. This will greatly increase lighting, lower electric consumption, and reduce staff time in replacing bulbs. Three bids were received as follows:

| | |
|----------------------|----------|
| Electrical Solutions | \$49,300 |
| Rafter Electric | \$44,950 |
| Voss Lighting | \$34,295 |

Voss lighting provided the lowest bid and we have been happy with the work from Voss Lighting in the past.

Staff recommends approving the bid from Voss Lighting in the amount of \$34,295.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Austin to award the contract to Voss Lighting in the amount of \$34,295. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 14. CONTRACT AWARD FOR REPLACEMENT AND ADDITION OF SECURITY CAMERAS AT ROSE ROCK VILLA.

Within the 2020 Capital Fund Grant, we set aside \$55,223 to upgrade our security cameras at Rose Rock Villa. They are very old with terrible picture quality. In addition, we have found locations that should have a camera.

We received three bids:

| | |
|-----------------------------|----------|
| Boyd Security | \$15,200 |
| Digital Protective Services | \$11,022 |
| DC Fire and Communication | \$41,626 |

Digital Protective Services is the lowest bidder, but we have no experience with this company. Boyd Security is the second lowest bidder and we have found their work to be very good in the past. Boys Security is also very familiar with our building.

Staff recommends contracting with Boyd Security in the amount of \$15,200.

The Board discussed the bids and had questions regarding the number of security cameras, how long the recording was for, the quality of the cameras and the difference between 16 and 32 channels. The Board also requested that the recording be stored for 1-2 weeks. After discussion was had, they agreed that more information was needed before they could award a contract.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to table Item 14. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM

15. CONSIDERATION OF RESOLUTION NUMBER NHA 21-22-019, A RESOLUTION TO APPROVE THE NHA ANNUAL PLAN.

Attached, was the standard Resolution furnished by the U.S. Department of Housing and Urban Development; PHA Certifications of Compliance with the PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that have changed. The Resolution is to show evidence of acceptance by the PHA's Board of Commissioners and completion of all appropriate steps in preparation of the Annual PHA Plan.

Staff has completed necessary legal notification, with the resident meeting and the public hearing. The Plan has to be submitted by April 17th.

Staff respectfully requests approval of Resolution Number NHA 21-22-019 as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Vice-Chairperson Ratliff and seconded by Commissioner Lawrence to approve Resolution Number NHA 21-22-019. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 16. ACCEPTANCE OF THE FYE 2021 INDEPENDENT AUDIT.

The NHA Independent Audit for Fiscal Year Ending 6/30/2021 was completed and the auditors found a "significant deficiency", which is a lower level finding.

During testing of quality control HQS inspections, the auditors found 5 quality control inspections that were not performed within three months of the original HQS inspection date. Quality Control is now being completed within 30 days of the original HQS Inspections.

The Audit Report is placed on the Agenda to provide evidence, within the official records, of the Board's review.

Staff respectfully requests acceptance of the FYE 6/30/2021 Independent Audit Report as presented.

ACTION REQUESTED: Approve as presented.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Vice-Chairperson Ratliff to accept the FYE 2021 Audit as presented. The following vote was recorded:

YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ITEM 17. NEW BUSINESS

Executive Director Canavan mentioned that the NHA is on the last year of the 3-year Audit Contract with Eide Bailly, Deputy Executive Director Sherri Hunt will go out for bid In September for approval at the November Board Meeting.

Commissioner Lawrence inquired about the green light that blinks on the smoke alarm. It was explained that these are LED indicators on the smoke alarms. A green indicator light means it is working correctly and a red indicator light means that it is not. Since the light was blinking green, it is working correctly.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 18. RECOGNITION OF VISITORS

None

ACTION REQUESTED: No action necessary.

ACTION TAKEN: None

ITEM 19. COMMISSIONER'S COMMENTS

The Commissioners commended the Auditors for their thoroughness.

INFORMATION: This item appears on the Authority's Agenda for the Board to make comments and to afford an opportunity for citizens to address the Board.

ACTION REQUESTED: As desired by the Board.

ACTION TAKEN: None

ITEM 20. ADJOURNMENT

ACTION REQUESTED: A motion to adjourn the April 11, 2022, Annual Board Meeting.

ACTION TAKEN: A motion was made by Commissioner Austin and seconded by Commissioner Lawrence to adjourn the April 11, 2022, Annual Board Meeting.

The following vote was recorded:

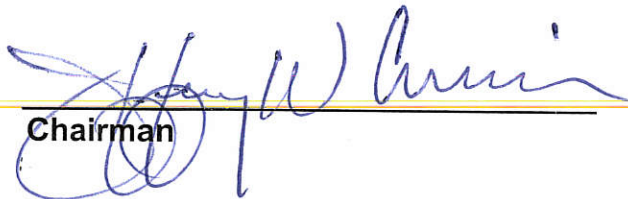
YEAS: All

NAYS: None

Chairman Cummins declared motion carried.

ADJOURNED AT 1:29 PM

PASSED AND ADOPTED THIS 16th DAY OF MAY 2022.


Chairman

Attest By:


Executive Director

